



REGULAR BOARD MEETING AGENDA AND NOTICE

WEDNESDAY, MARCH 16, 2022

5:30 PM

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/800588117>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 800-588-117

Board of Director	Title	Term
Edith Coffman	President	May 2023
Lanny Hoel	Treasurer	May 2023
Elizabeth Douglas	Secretary	May 2023
Allan Brown	Assistant Secretary	May 2022
Stan Claassen	Assistant Secretary	May 2022

NOTICE IS HEREBY GIVEN that a Meeting of the Board of Directors of ARABIAN ACRES METROPOLITAN DISTRICT, Teller County, Colorado has been scheduled pursuant to emergency rules and regulations for Wednesday, March 16, 2022 at 5:30 p.m. via tele/videoconference for the purpose of addressing those matters in the Agenda set forth below.

Management Team

Lynn Willow, ORC

Kevin Walker, WSDM

Rebecca Hardekopf, WSDM

Jason Downie, District Legal Counsel

1) ADMINISTRATIVE MATTERS

- a) Call to Order & Declaration of Quorum
- b) Confirm any Potential Conflicts of Interest
- c) Discussion and Approval of the Agenda
- d) Consider Approval of Meeting Minutes from February 16, 2022, and Special Meeting Minutes from February 24, 2022

2) FINANCIAL MATTERS

- a) Review of Billing and Collection Status
- b) Review and accept the February 28, 2022 Unaudited Financial Status
- c) Review and Approve the Payment of Claims

3) MANAGEMENT MATTERS

- a) Update on Exclusion Process with Teller County
- b) Review and consider approval for Leak Adjustment Policy
- c) Capital Improvements Discussion

4) LEGAL MATTERS

- a) 2022 Election Update

5) OPERATIONS

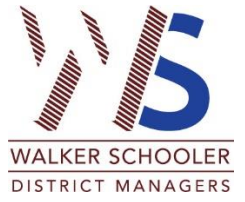
- a) Review and update on February leak
- b) ORC Report

6) PUBLIC COMMENT

Comments will be limited to 3 minutes. Please remain respectful of the Board of Directors as well as of your fellow residents.

7) ADJOURNMENT

THE NEXT REGULARLY SCHEDULED MEETING IS SCHEDULED FOR WEDNESDAY, APRIL 20, 2022 AT 5:30 PM.





**MINUTES OF THE BOARD OF DIRECTORS SPECIAL MEETING
ARABIAN ACRES METROPOLITAN DISTRICT**

February 24, 2022 at 5:30 P.M.
Via Telephone and Video Conference Call

In attendance were Directors:

Allan Brown
Edith Coffman
Elizabeth Douglass
Lanny Hoel
Stan Claassen

Also in attendance were:

Kevin Walker, WSDM
Rebecca Hardekopf, WSDM
Lynn Willow, ORC
Jason Downie, Susemihl, McDermott & Downie P.C.

1) ADMINISTRATIVE MATTERS

- a) Call to Order & Declaration of Quorum: President Coffman called the meeting to order at 5:38 PM and confirmed a quorum was present.
- b) Confirm any Potential Conflicts of Interest: The Directors each confirmed there were no potential conflicts of interest. President Coffman disagrees and believes both Director Claassen and Director Brown have a conflict regarding the resolution under Legal Matters. Mr. Downie advised there is no conflict of interest.
- c) Discussion and Approval of the Agenda: Mr. Walker added an agenda item after Legal Matters to discuss a leak in the District. Director Brown moved to approve the agenda as amended; seconded by Director Douglass. Motion passed unanimously.

2) LEGAL MATTERS

- a) Consider approval of a resolution requesting the Teller County Board of County Commissioners approve a Material Modification of the AAMD Service Plan (under separate cover): Mr. Walker and Mr. Downie updated the Board with the most recent Resolution. The Board discussed the resolution, the process, and the impact it will have moving forward. Director Claassen made a motion to approve the resolution as presented; seconded by Director Brown. Motion passed with a vote of four directors in favor and one opposed. President Coffman informed the board she will not sign this Resolution and expressed her concerns with this resolution being passed as well objected to Director Claassen and Director Brown being allowed to sign this Resolution.
- b) Leak in District service line: Mr. Walker informed the board of a possible leak in the system due to low water levels in the tank. Mr. Walker informed the Board with how we are investigating where the leak may be located and Mr. Willow confirmed the process and how it will be resolved.

3) PUBLIC COMMENT

There was no public to comment at this time.

4) ADJOURNMENT: Director Brown moved to adjourn the meeting at 6:07 PM; seconded by Director Claassen. Motion passed unanimously.

THE NEXT REGULARLY SCHEDULED MEETING IS SCHEDULED FOR WEDNESDAY, MARCH 16, 2022 AT 5:30 PM.

Respectfully Submitted,
Walker Schooler District Managers

By: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL FEBRUARY 24, 2022 SPECIAL MEETING MINUTES OF THE ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Allan Brown

Stan Claassen

Edith Coffman

Elizabeth Douglass

Lanny Hoel



**MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING
ARABIAN ACRES METROPOLITAN DISTRICT**

February 16, 2022 at 5:30 P.M.
Via Telephone and Video Conference Call

In attendance were Directors:

Allan Brown (late)
Edith Coffman
Elizabeth Douglass
Lanny Hoel
Stan Claassen

Also in attendance were:

Kevin Walker, WSDM
Rebecca Hardekopf, WSDM
Lynn Willow, ORC

1) ADMINISTRATIVE MATTERS

- a) Call to Order & Declaration of Quorum: President Coffman called the meeting to order at 5:32 PM and confirmed a quorum was present.
- b) Confirm any Potential Conflicts of Interest: The Directors each confirmed there were no potential conflicts of interest.
- c) Discussion and Approval of the Agenda: Director Claassen moved to approve the agenda as amended; seconded by Director Douglass. Motion passed unanimously.
- d) Consider Approval of Meeting Minutes from December 22, 2021 and January 19, 2022: Director Douglas moved to approve the minutes; seconded by Director Hoel. Motion passed unanimously.

2) FINANCIAL MATTERS

- a) Review of Billing and Collection Status: Mrs. Hardekopf reviewed the collections with the Board.
- b) Review and Accept the January 31, 2022 Unaudited Financial Status: Mrs. Hardekopf went over the unaudited financials with the Board. Director Claassen moved to approved the unaudited financials; seconded by Director Douglas. Motion passed unanimously.
- c) Review and Approve the Payment of Claims: Mrs. Hardekopf reviewed the payables with the Board. Director Claassen moved to approve the payment of claims; seconded by Director Douglas. Motion passed unanimously.
- d) Review and approval of the BiggsKofford Engagement Letter to perform the 2021 Audit: Mrs. Hardekopf reviewed the BiggsKofford engagement letter with the Board. Director Claassen moved to approved the engagement letter; seconded by Director Douglas. Motion passed unanimously.

3) MANAGEMENT MATTERS

- a) Update on Exclusion Process with Teller County: Mr. Walker updated the Board on the exclusion process with Teller County and the meetings between their office, District legal counsel, and District Management. Teller County is proposing to change their code that would help eliminate there part in approving exclusions with a material modification to

the District Service Plan. Mrs. Hardekopf noted we will be sure to keep the website updated pending on Teller County public hearing. Director Brown joined the meeting at 5:48 p.m.

- b) Discuss Leak Adjustment Policy: The board discussed several options for a Leak Adjustment policy and decided to move forward with a draft at the next meeting that follows similar to Colorado Springs Utilities policy and emphasis on the case-by-case basis to review these requests. Mrs. Hardekopf confirmed she would have that draft available for the Board at the next meeting.
- c) Capital Improvements Discussion: Mr. Walker updated the Board with the capital improvement numbers he is projecting and future items the Board may need to consider in the next 10 years. Director Claassen noted that the Board already budget about \$30,000 a year for repairs and maintenance and we could increase that over the years to allow these repairs to be completed sooner than later.

4) LEGAL MATTERS

Mr. Walker updated the Board on the 2022 Election matters, and we have not received any self-nomination forms as of yet and the due date is February 25, 2022 by end of business.

5) OPERATIONS

- a) ORC Report: Mr. Willow updated the Board with the ORC report for its water usage, loss, and maintenance that has occurred. Board discussed having snow plowing occur and requested Mr. Willow reach out to Mr. Fiedler regarding snow plowing invoices. Director Hoel stated he may be able to get a hold of Mr. Fielder regarding snow plowing.

6) PUBLIC COMMENT

There was no public to comment at this time.

- 7) **ADJOURNMENT:** Director Douglas moved to adjourn the meeting at 6:23 PM; seconded by Director Claassen. Motion passed unanimously.

THE NEXT REGULARLY SCHEDULED MEETING IS SCHEDULED FOR WEDNESDAY, MARCH 16, 2022 AT 5:30 PM.

Respectfully Submitted,
Walker Schooler District Managers

By: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL FEBRUARY 16, 2022 REGULAR MEETING MINUTES OF THE ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

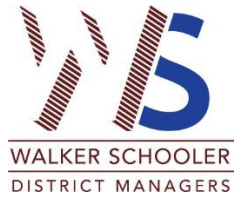
Allan Brown

Stan Claassen

Edith Coffman

Elizabeth Douglass

Lanny Hoel



Arabian Acres Metropolitan District

Balance Sheet

As of February 28, 2022

	Feb 28, 22
ASSETS	
Current Assets	
Checking/Savings	
ECB Checking	388,307.22
2-1000 · COLOTRUST 4001	52,996.40
2-1020 · COLOTRUST Reserve 8002	31,988.51
3-1000 · COLOTRUST-Capital Reserve 8003	237,563.34
Total Checking/Savings	710,855.47
Accounts Receivable	
1-1200 · Accounts Receivable	31,069.15
Total Accounts Receivable	31,069.15
Other Current Assets	
1-1300 · Property Tax Receivable	138,399.09
Total Other Current Assets	138,399.09
Total Current Assets	880,323.71
Fixed Assets	
1-1850 · Construction in Progress	2,400,793.62
Total Fixed Assets	2,400,793.62
Other Assets	
3-1500 · Capital Assets	1,263,742.90
3-1520 · Equipment	702,640.55
3-1540 · Land	101,000.00
3-1560 · Water Rights	172,588.00
3-1590 · Accumulated Depreciation	-514,745.00
Total Other Assets	1,725,226.45
TOTAL ASSETS	5,006,343.78
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1-2000 · Accounts Payable	10,553.53
Total Accounts Payable	10,553.53
Other Current Liabilities	
1-2050 · Retainage Payable	107,100.00
1-2020 · Accrued Interest	9,885.30
2-2200 · Deferred Revenue-Property Taxes	138,399.09
Total Other Current Liabilities	255,384.39
Total Current Liabilities	265,937.92
Long Term Liabilities	
DWRP 1.5 Million Loan	1,079,882.63
2-2400 · 2007 Bonds Payable	970,000.00
2-2440 · Natural Rural Water	35,111.24
3-4090 · CWCB Meter Loan 400K	194,739.20
Total Long Term Liabilities	2,279,733.07
Total Liabilities	2,545,670.99

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03/16/22

Accrual Basis

Arabian Acres Metropolitan District

Balance Sheet

As of February 28, 2022

	Feb 28, 22
Equity	
30000 · Opening Balance Equity	215,933.51
32000 · Retained Earnings	2,207,695.98
Net Income	37,043.30
Total Equity	2,460,672.79
TOTAL LIABILITIES & EQUITY	5,006,343.78

Arabian Acres Metropolitan District

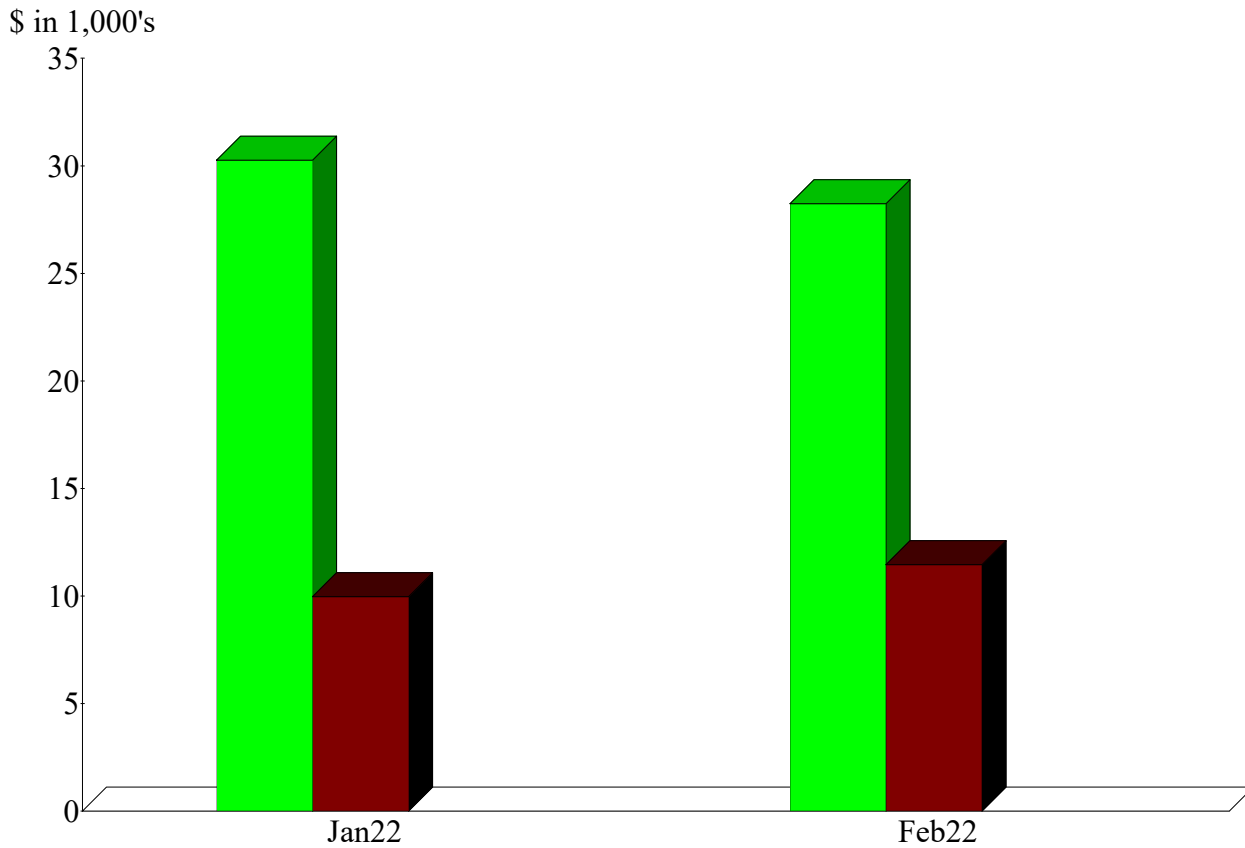
Profit & Loss Budget vs. Actual

January through February 2022

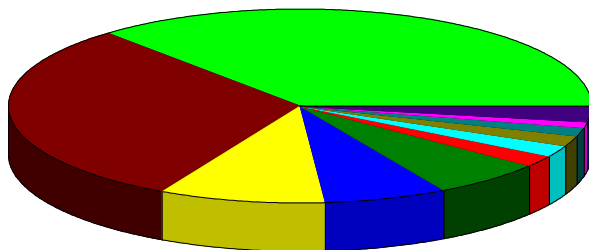
	TOTAL				
	Feb 22	Jan - Feb 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
1-4000 · Capital Improvement Fees	8,884.70	19,565.15	106,000.00	-86,434.85	18.46%
1-4030 · Late Fee Revenue	200.00	469.05			
1-4050 · Water Service Fee	8,448.40	18,525.62	100,000.00	-81,474.38	18.53%
1-4080 · Water Usage	5,458.64	14,652.56	100,000.00	-85,347.44	14.65%
2-4400 · Property Tax Revenue	3,892.83	3,892.83	142,291.92	-138,399.09	2.74%
2-4450 · Specific Ownership Tax	1,310.54	1,310.54	9,960.43	-8,649.89	13.16%
2-4460 · Restitution	16.77	33.54			
Total Income	28,211.88	58,449.29	458,252.35	-399,803.06	12.76%
Gross Profit	28,211.88	58,449.29	458,252.35	-399,803.06	12.76%
Expense					
1-6110 · Audit	0.00	0.00	8,000.00	-8,000.00	0.0%
1-6020 · Bank Service Charges	0.00	0.00	100.00	-100.00	0.0%
1-6120 · Directors Fees	1,000.00	1,500.00	7,500.00	-6,000.00	20.0%
1-6050 · District Management-Operating	3,908.37	7,816.74	54,000.00	-46,183.26	14.48%
1-6060 · Dues Fees and Subscriptions	427.08	427.08	2,500.00	-2,072.92	17.08%
1-6070 · Election Expense	209.66	209.66	10,000.00	-9,790.34	2.1%
1-6080 · Insurance Expense-Operating	0.00	0.00	8,000.00	-8,000.00	0.0%
1-6130 · Legal					
1-6135 · Trout Haven Exclusions	0.00	327.36			
1-6130 · Legal - Other	0.00	0.00	10,000.00	-10,000.00	0.0%
Total 1-6130 · Legal	0.00	327.36	10,000.00	-9,672.64	3.27%
1-6180 · ORC Fees-Operating	3,307.50	6,615.00	48,000.00	-41,385.00	13.78%
1-6160 · Other Expense	0.00	0.00	22,000.00	-22,000.00	0.0%
1-6100 · Postage and Copies-Operating	220.58	392.69	4,000.00	-3,607.31	9.82%
1-6170 · Chemicals and Supplies	0.00	0.00	2,000.00	-2,000.00	0.0%
1-6190 · Repairs and Maintenance	420.87	423.87	30,000.00	-29,576.13	1.41%
1-6210 · Utilities	1,010.63	1,982.71	12,500.00	-10,517.29	15.86%
1-6150 · Water Billing	675.00	1,350.00	10,000.00	-8,650.00	13.5%
1-6220 · Water Distribution Purchases	0.00	0.00	10,000.00	-10,000.00	0.0%
1-6230 · Water Testing	81.00	102.00	4,000.00	-3,898.00	2.55%
2-6240 · Treasurer Collection Fee	116.78	116.78	4,268.76	-4,151.98	2.74%
63400 · Interest Expense	0.00	0.00	5,356.10	-5,356.10	0.0%
63500 · Bond Principal Payment	0.00	0.00	75,000.00	-75,000.00	0.0%
Total Expense	11,377.47	21,263.89	327,224.86	-305,960.97	6.5%
Net Ordinary Income	16,834.41	37,185.40	131,027.49	-93,842.09	28.38%
Other Income/Expense					
Other Income					
2-7000 · Interest Income	21.80	39.82			
Total Other Income	21.80	39.82			
Other Expense					
2-8000 · Bond Interest	0.00	0.00	48,500.00	-48,500.00	0.0%
2-8050 · National Rural Water Interest	89.92	181.92	990.81	-808.89	18.36%
2-8055 · Interest Expense - CWCD	0.00	0.00	23,688.07	-23,688.07	0.0%
2-8080 · Trustee Fees	0.00	0.00	500.00	-500.00	0.0%
Total Other Expense	89.92	181.92	73,678.88	-73,496.96	0.25%
Net Other Income	-68.12	-142.10	-73,678.88	73,536.78	0.19%
Net Income	16,766.29	37,043.30	57,348.61	-20,305.31	64.59%

Income and Expense by Month January through February 2022

Income
Expense



Expense Summary January through February 2022

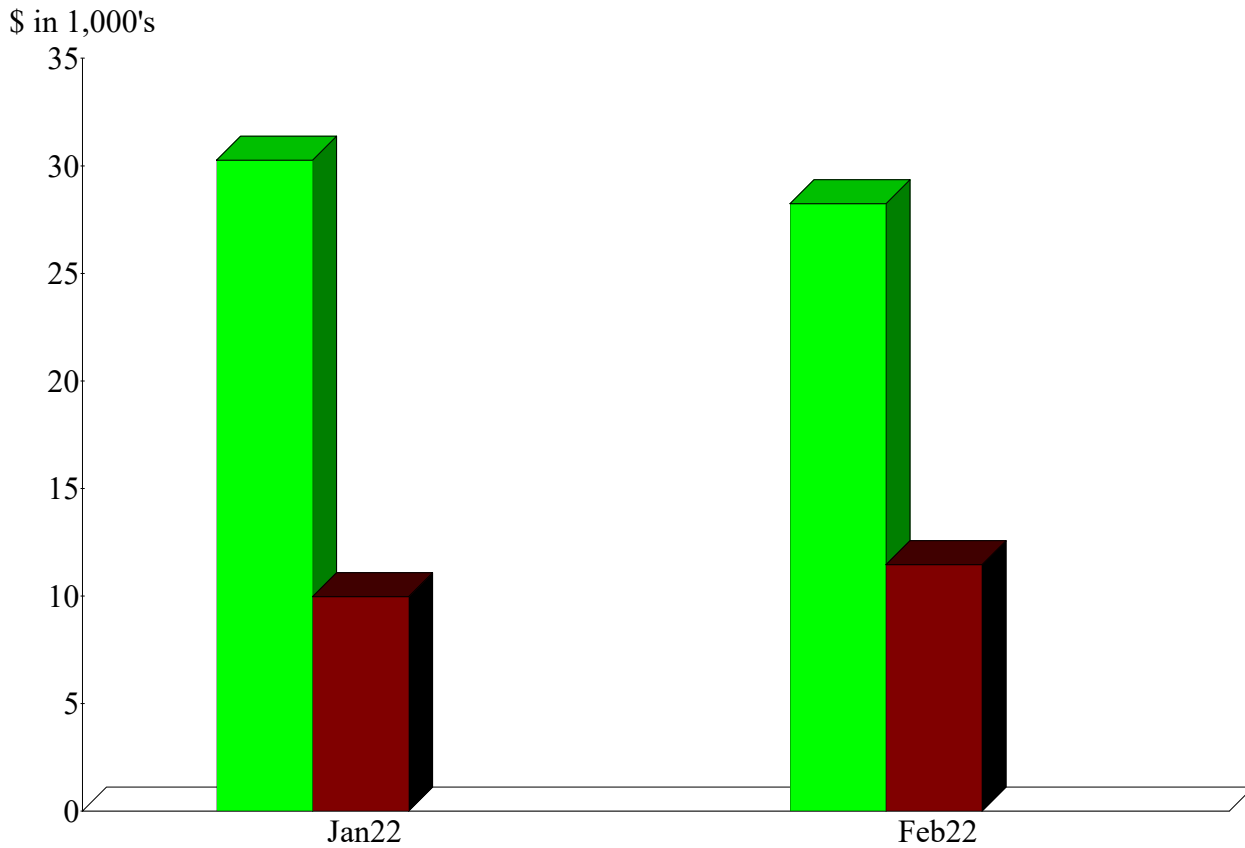


1-6050 · District Management-Operating	36.45%
1-6180 · ORC Fees-Operating	30.85
1-6210 · Utilities	9.25
1-6120 · Directors Fees	6.99
1-6150 · Water Billing	6.29
1-6060 · Dues Fees and Subscriptions	1.99
1-6190 · Repairs and Maintenance	1.98
1-6100 · Postage and Copies-Operating	1.83
1-6130 · Legal	1.53
1-6070 · Election Expense	0.98
Other	1.87
Total	\$21,445.81

By Account

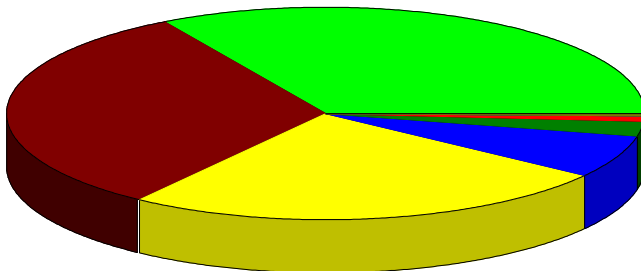
Income and Expense by Month January through February 2022

Income
Expense



Income Summary January through February 2022

1-4000 · Capital Improvement Fees	33.45%
1-4050 · Water Service Fee	31.67
1-4080 · Water Usage	25.05
2-4400 · Property Tax Revenue	6.66
2-4450 · Specific Ownership Tax	2.24
1-4030 · Late Fee Revenue	0.80
2-7000 · Interest Income	0.07
2-4460 · Restitution	0.06
Total	\$58,489.11



By Account

Arabian Acres Metropolitan District

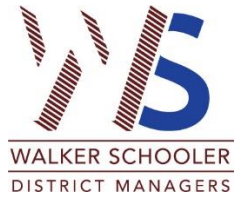
PAYMENT REQUEST

3/16/2022

GENERAL FUND

Company	Invoice	Date	Amount	Comments
Edith Coffman	022422EC	2/24/2022	\$ 100.00	Special Meeting
Lanny Hoel	022422LH	2/24/2022	\$ 100.00	Special Meeting
Elizabeth Douglas	022422ED	2/24/2022	\$ 100.00	Special Meeting
Allan Brown	022422AB	2/24/2022	\$ 100.00	Special Meeting
Stan Claassen	022422SC	2/24/2022	\$ 100.00	Special Meeting
Edith Coffman	031622EC	3/16/2022	\$ 100.00	
Lanny Hoel	031622LH	3/16/2022	\$ 100.00	
Elizabeth Douglas	031622ED	3/16/2022	\$ 100.00	
Allan Brown	031622AB	3/16/2022	\$ 100.00	
Stan Claassen	031622SC	3/16/2022	\$ 100.00	
Core Electric Coop	43183502	2/22/2022	\$ 294.95	ACH
Core Electric Coop	43071702	2/22/2022	\$ 103.52	ACH
Core Electric Coop	40299901	2/22/2022	\$ 133.05	ACH
Core Electric Coop	40032202	2/22/2022	\$ 354.44	ACH
Core Electric Coop	40045402	2/22/2022	\$ 126.07	ACH
El Paso County Public Health	22822	2/28/2022	\$ 81.00	
El Paso County Public Health	13122	1/31/2022	\$ 21.00	
Front Range Winwater Works	73774	2/25/2022	\$ 419.37	
Front Range Winwater Works	73825	3/2/2022	\$ 96.00	
High Tide Technologies	202225763	3/1/2022	\$ 420.00	
J.A. Excavation & Septic's LLC	22822	2/28/2022	\$ 500.00	
J.A. Excavation & Septic's LLC	22822-1	2/28/2022	\$ 3,332.50	
Mailing Services Inc	16277	2/15/2022	\$ 117.31	
National Rural Water Association	40122	3/16/2022	924.10	
Special District Association	2022	2/17/2022	427.08	
Walker Schooler District Managers	6998	2/28/2022	4,896.30	
TOTAL			\$ 13,246.69	

Director



ARABIAN ACRES METROPOLITAN DISTRICT

LEAK ADJUSTMENT POLICY

The Board of Directors of Arabian Acres Metropolitan District (the “District”), Teller County, Colorado held a regular meeting via tele/videoconference pursuant to their Designated Meeting Resolution, on Wednesday ___, 20___, at the hour of 5:30 P.M. adopting and approving the below Leak Adjustment policy. It is the intent of the Board that this policy will become section _____ of the Rules and Regulations as amended by the Board.

Water Leak Adjustment Policy

Leaks occur in the system on an infrequent basis but often enough that there is a need for a policy in the Rules and Regulations to inform residents and others as to how the Board and management will address this issue.

A Leak for this section is defined as an unintended use of water above and beyond normal use. For a water use to be classified as a Leak, it must be unintended by the owner and be leaking for longer than 24 hours.

A Leak may be discovered by a resident through direct observation of running or pooled water on the property or in a structure; or it may be discovered from billing or meter data that occurs on a monthly basis. . This policy is intended to consider an adjustment to a customer’s water usage fee for water that ran through the meter and is substantially higher (20% or more above the highest recorded monthly use over the past 24 months).

If you suspect a leak or are able to discover one on your property, you may follow these steps:

1. Contact the District Manager as soon as possible.
2. The District will place a note in your billing file as notice that a leak is suspected.
3. Document in writing, photographs or other printed material the facts of the leak including the location, the cause of the leak, the steps taken to curb losses and any other written or other material that will describe the leak.
4. The ORC or a District representative will meet with the customer to examine the leak and other pertinent facts
5. Submit a form to the Manager with the required information regarding the amount of the leak, steps taken to fix the leak, etc.
6. Documentation of repairs must be received within sixty (60) days of the due date listed on your bill for the period in which the leak occurred
7. Work with the Manager to pay the minimum amount requested which will be calculated as the average amount of water used in at least a 3-month period or the annual amount.

Upon receiving a completed Water Leak Adjustment Request, and any necessary documentation, the Metropolitan District Board will review the request including billing history and consumption data.

The Board will place the item on the earliest convenient meeting for a review and hearing. Upon Board determination the bill may be adjusted per Board approval on a case-by-case basis that will allow the water leaked to be charged at the next lower tiered rate. Payment plan arrangements may be offered to help pay off any balance on the account to help during financial hardships.

Water leak adjustments are limited to two per household in any three-year period.

Some Helpful Tools for Residents:

Fixing water leaks can save about 6% to 10% on your water bill.

Residential

Being handy around the house doesn't have to be difficult. Common types of leaks found in the home are worn toilet flappers, dripping faucets and other leaking valves. These types of leaks are often easily correctable, requiring only a few tools and hardware that can pay for themselves in water savings.

If you are concerned you may have a leak here is a quick reference guide to help walk you through finding a leak in your home.

[Detect & Chase Down Leaks](#) (WaterSense checklist)

Don't see a leak but have an unusually high bill?

You may have a leak and not know it. The best indication will be a large bill compared to past use. When in doubt, consider contacting a professional to check your lines.

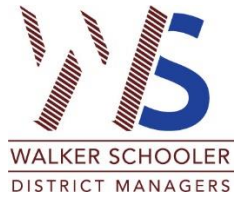
(Remainder of page intentionally left blank. Signature page to follow.)

APPROVED AND ADOPTED THIS _____ DAY OF _____, 20 ____.

ARABIAN ACRES METRPOLITAN DISTRICT

Officer of the District

ATTEST:



ARABIAN ACRES METROPOLITAN DISTRICT

MONTHLY OPERATIONS REPORT

February 8, 2022 to March 10, 2022

Submitted by: Lynn Willow, O.R.C/Operator

TOTAL WATER PUMPED

Control A 353,000

Control B 103,350

TOTAL PURCHASED WATER

Trucked – 27

(Amount actually received per each 4,000 gallon load is generally 200-300 gallons less due to standard and typical hauling losses)

OPERATIONS & MAINTENANCE ISSUES

- 1) Read, recorded, and turned in meter reads.
- 2) On 2-22-22, it was discovered that we have a leak in the district.
- 3) KA excavation was called in to assist for leak detection. We needed equipment to expose water valves.
- 4) Started hauling water in to keep storage tank full.
- 5) Sections of the district were isolated and eliminated for leaks.
- 6) During this time, the meter for well #7 froze and broke. We replaced the meter, added insulation and thawed out feeder line in meter pit.
- 7) Well #1 also failed during this time. Black Mt. pump was called out to investigate and determined that the pump was bad and had to be replaced.
- 8) B.M. pump replaced pump and well is running. It was down less than 48 hrs.
- 9) Leak is now isolated to a small section of the district and is at about 4.1 GPM. The leak area has been valved down to reduce loss and tank is holding with no water deliveries.
- 10) The next step is to put high pressure on that line and see if we can hear the leak with Kelly's listening device. The weather has really had an effect on our progress.
- 11) One home on lower Gerka had a frozen meter. All of the components were installed properly (meter, adequate insulation, and meter pit lid). This was most likely due to them being gone for an extended period of time. Extra insulation was installed as a precautionary measure.
- 12) Tank coating project is scheduled for late May.

OTHER BUSINESS:

Please call for water turn off, if you are planning to leave for an extended period of time this winter and remember to check the AAMD website for hints on how to protect your inside water lines during the winter months.